



New Richmond Fire & Rescue
106 South Arch Avenue
New Richmond, Wisconsin 54017

EMPLOYMENT OPPORTUNITY

POSITION: PAID-ON-CALL FIREFIGHTER

GENERAL NATURE OF WORK:

Protects life and property by performing firefighting, emergency aid, hazardous materials, and fire prevention duties. Maintains fire equipment, apparatus, and facilities.

- This position requires responding to fires and other types of emergency incidents. The firefighter must be able to perform the functions required at emergency incidents, including combating and extinguishing fires.
- The position involves extensive training in the operation of apparatus, tools, and equipment, and the performance of hazardous tasks under emergency conditions that may require strenuous exertion under such conditions as heat, smoke, and cramped surroundings.
- Each firefighter hired shall be placed on probation and shall serve a (1) one-year probationary period, commencing on the date of hire (which may or may not be extended by member vote).

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

- Respond to fire calls and emergency incidents in accordance with department standards.
- Attend department meetings, schooling, and training courses in accordance with department standards.
- Complete written reports on fire scene activities.
- Follow the proper departmental chain of command.
- Function in high stress situations.
- Use and apply extrication equipment upon receiving proper training to do so.
- Drive, operate, and pump departmental apparatus upon receiving proper training to do so.
- Assist in activities pertaining to the fire station duties, cleanup, and maintenance as ordered by the fire chief or other ranking officer.
- Maintain all department issued equipment in good working condition.
- Be knowledgeable in the areas of fire inspections, fire prevention, and building construction.
- Perform duties and activities required by city codes and ordinances, state statutes, department policies and guidelines, and as directed by the chief or other officer of the department.
- Promote good public relations and participate in public talks and related activities as directed.
- Wear complete department uniform when instructed to do so by the chief or other ranking officer of the department.

MINIMUM QUALIFICATIONS, EDUCATION, AND EXPERIENCE:

- Must reside within a 4 mile radius of Station One (City of New Richmond) or Station 2 (Village of Star Prairie).
- Must have a valid Wisconsin driver's license.
- Must be at least 18 years of age.
- Must possess a high school diploma or GED equivalent.
- Must successfully complete Entry Level Firefighter Program and State Certified Firefighter I within 12 months of hire.
- Must successfully complete HAZMAT, Entry & Operational Level Program.
- Must successfully complete Emergency Medical Responder EMR and Challenge the National Registry Test.
- Must successfully complete FEMA NIMS Program (ICS 100, ICS 200 ICS 700).
- Must successfully complete Auto Extrication Technician Course and Selected Disciplines of Rescue (9).
- Must be able to pass a department physical agility test during the hiring process.
- Must be able to pass background investigation.

TOOLS & EQUIPMENT:

- Emergency medical aid unit, fire apparatus, fire pumps, hoses, and other standard firefighting equipment, hazardous materials response equipment, ladders, first aid equipment, radio, pager, personal computer, phone, basic hand tools, and shop equipment.

TENTATIVE DATES:

- Application Deadline: Wednesday, April 20, 2016
- Family Orientation: Friday, April 22, 2016 at 6:00 PM
- Review Applications/Set-Up Interviews: April 27, 2016
- Interviews: Wednesday, May 4, 2016 and Thursday, May 5, 2016, Starting at 6:00 PM
- Review First Interviews and Discuss Agility Test Attendees: May 9, 2016 at 5:00 PM
- Firefighter Agility's Test: Saturday, May 14, 2016 at 9:00 AM
(Results Reviewed / Set Up Second Interviews)
- Notification of Second Interview: May 16, 2016
- Second Interview: Wednesday, May 18, 2016 and Thursday, May 19, 2016, Starting at 6:00 PM
- Selection of Probationary Members: Monday, May 23, 2016 by Committee
- Committee Decision of Probationary Firefighters to Membership: May 31, 2016
- Notification to New Probationary Firefighters: May 30-June 3, 2016
- Start Date: Monday, June 4, 2016 / Expected to Attend First Meeting Night
- On-Boarding at City Offices: To Be Scheduled
- On-Boarding at NRF&R: To Be Scheduled

APPLICATIONS AVAILABLE AT:

New Richmond Fire & Rescue, 106 South Arch Avenue, New Richmond, Wisconsin 54017; City Offices, 156 East First Street, New Richmond, Wisconsin 54017; or on-line at <http://www.newrichmondwi.gov/Applications> and Forms, Application-Employment; or for more information on how to obtain an application call (715) 243-0429.

RETURN APPLICATIONS TO:

Jim VanderWyst, Fire Chief, New Richmond Fire & Rescue, 106 South Arch Avenue, New Richmond, Wisconsin 54017 (mail) or to nrfireoffice@frontiernet.net (e-mail).